

# Inspector General

United States  
Department of Defense



## Special Plans and Operations

### Assessment of Voting Assistance Programs for Calendar Year 2011

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# Inspector General

## United States Department of Defense

### Vision

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One professional team strengthening the integrity, efficiency, and effectiveness of the Department of Defense programs and operations.

### Mission

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Promote integrity, accountability, and improvement of Department of Defense personnel, programs and operations to support the Department's mission and serve the public interest.



The Department of Defense Inspector General is an independent, objective agency within the U.S. Department of Defense that was created by the Inspector General Act of 1978, as amended. DoD IG is dedicated to serving the warfighter and the taxpayer by conducting audits, investigations, inspections, and assessments that result in improvements to the Department. DoD IG provides guidance and recommendations to the Department of Defense and the Congress.





INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VIRGINIA 22350-1500

March 30, 2012

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND  
READINESS  
DIRECTOR, FEDERAL VOTING ASSISTANCE PROGRAM

SUBJECT: Assessment of Voting Assistance Programs for Calendar Year 2011  
(Report No. DoDIG-2012-068)

We are providing this report for information and use. We performed this assessment in accordance with our responsibilities under Title 10, United States Code, Section 1566. The statute requires the Department of Defense Inspector General to submit an annual report to Congress on voting assistance programs during the preceding calendar year. This report does not contain recommendations; therefore, a management response to this report is not required.

Please direct questions to Mr. Joseph Oliva at (703) 604-9488 or Mr. Michael Herbaugh at (703) 604-9164. We will provide a formal briefing on the results, if stakeholders request.

A handwritten signature in dark ink, reading "K P Moorefield", is positioned above the printed name.

Kenneth P. Moorefield  
Deputy Inspector General  
Special Plans and Operations

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# Results in Brief: Assessment of Voting Assistance Programs for Calendar Year 2011

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## What We Did.

Title 10, United States Code, Section 1566, (10 U.S.C. § 1566), as amended, requires the Inspectors General (IGs) of the Army, Navy, Air Force, and Marine Corps to annually review compliance with their own Service's voting assistance programs, review the effectiveness of those programs, and report results to the Department of Defense Inspector General (DoDIG) in time to be reflected in the DoDIG annual report. 10 U.S.C. § 1566 also requires the DoDIG to report to Congress not later than March 31st of each year on voting assistance programs during the preceding calendar year.

In accordance with the law, we received reports from the Army, Naval, Air Force, and Marine Corps IGs covering calendar year 2011. In all cases, the Service IGs provided detail in the following five functional areas:

- staffing,
- training,
- material distribution,
- communication and information, and
- command emphasis.

We reviewed the Service IG reports and certain supporting data, as needed; met with senior IG representatives from the Army, Navy, Air Force, and Marine Corps; discussed their data collection procedures; and evaluated the criteria they used as a basis for their conclusions. We also summarized and compiled their reports. We fully explain our scope and methodology at Appendix A.

## What We Found.

The Army, Naval, Air Force, and Marine Corps IGs reported that their Service voting assistance programs were effective and compliant with relevant policy, regulation, and public law. Their assessments also identified areas where Service voting assistance programs could be improved. Details of the Service IG assessments are summarized in this report; individual Service results in the five functional areas identified above are presented in chart form at Appendix B, and the individual Service IG reports are attached in their entirety at Appendices C – F.

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# Introduction

## Background

**Voting Assistance Programs** – The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA [P.L. 99-410], August 28, 1986), as amended and subsequently modified by the Military and Overseas Voter Empowerment (MOVE) Act (P.L. 111-84, Title V, Subtitle H) on October 28, 2009, specified that the right to vote was fundamental. The law explained that many logistical, geographical, operational, and environmental barriers restricted the ability to vote for military and other eligible overseas voters. Accordingly, the law established various programs intended to help military and eligible overseas voters to register, vote, and have their votes counted. Those voting assistance programs affected local and state jurisdictions, as well as various federal entities.

**Military Service Voting Assistance Requirements** – Department of Defense Directive, 1000.04, “Federal Voting Assistance Program” (FVAP), April 14, 2004 (Certified current as of April 23, 2007), established Department of Defense (DoD) voting assistance policy. Among various provisions, it required the Uniformed Services to establish voting assistance programs that encouraged and assisted military and other eligible voters to register and vote. Specifically, it required the Uniformed Services to:

- **staff** voting assistance programs, offices, and activities with qualified personnel at the appropriate grade or rank,
- **train** voting assistance personnel, military voters, and other eligible voters about voting and voting assistance programs,
- **distribute material** about registration and voting procedures, including required voting forms, registration forms, and absentee ballot requests,
- **communicate information**, encourage, and educate voters about voting through websites, other technology, and other methods, and
- **ensure command emphasis** on voting assistance programs by commanders at installations and all command levels.

Each Uniformed Service has its own voting assistance program to implement the law and DoD policy. The Service policy documents governing Army, Navy, Air Force, and Marine Corps voting assistance programs are as follows:

- Army Regulation 608-20, “Army Voting Assistance Program,” October 28, 2004,
- Office of the Chief of Naval Operations Instruction 1742.1B, “Navy Voting Assistance Program,” May 15, 2007,

- Air Force Instruction 36-3107, “Voting Assistance Program,” September 10, 2003, and
- Marine Corps Order 1742.1A (with Changes 1-2), “Voter Registration Program,” May 14, 2002.

**Military Inspector General Oversight Responsibilities** – Title 10, United States Code, Section 1566, (10 U.S.C. § 1566), as amended, requires the Inspectors General (IGs) of the Army, Navy, Air Force, and Marine Corps to annually review compliance with their own Service’s voting assistance programs; review the effectiveness of those programs; and report results to Department of Defense Inspector General (DoDIG) in time to be reflected in the DoDIG annual report. In accordance with the law, we received reports from the Army, Naval, Air Force, and Marine Corps IGs covering calendar year 2011. In all cases, Service IG annual assessments provided detail in five functional areas noted on the previous page and specified in DoD Directive 1000.04.

**Department of Defense Inspector General Oversight Responsibilities** – 10 U.S.C. § 1566 also required the DoDIG to report to Congress not later than March 31st of each year on the effectiveness of voting assistance programs during the preceding calendar year, and voting assistance program compliance of the Army, Navy, Air Force, and Marine Corps.

## **Objective**

Our objective was to report whether the Army, Navy, Air Force, and Marine Corps were complying with their voting assistance programs, and whether those voting assistance programs were effective.

## **Scope, Methodology, and Prior Report Coverage**

See Appendix A - Scope, Methodology, and Prior Report Coverage.

# Results

The Army, Naval, Air Force, and Marine Corps Inspectors General all reported that their Service's voting assistance programs were effective and compliant with relevant policy, regulation, and public law. Their reports also identified areas where Service voting assistance programs could be improved. The Service IG reports are summarized below. Individual Service results are presented in chart form at Appendix B in five functional areas:

- 1) staffing,
- 2) training,
- 3) material distribution,
- 4) communication and information, and
- 5) command emphasis.

Individual Service IG reports, in their entirety, are attached at Appendices C – F.

## Army

The Inspector General of the Army reported that the Army had a compliant and effective voting assistance program. The report explained that the Army IG Inspections Division conducted a sample survey of 196 Army organizations, including the U.S. Army Recruiting Command. It stated that Command IGs had trained voting assistance program personnel on areas that required improvement, and that voting assistance personnel were taking needed corrective action. The IG also reported that some units did not receive voting materials on time, but explained the problem was mitigated because Army organizations were now implementing electronic and social media techniques, such as Facebook, Twitter, websites, and email as their principal methods of distributing information. The report concluded that every soldier, family member, civilian employee, and contractor was aware, enabled, and encouraged to participate in the U.S. election process. Looking forward to the 2012 Presidential election cycle, the report explained the Army IG would:

- take a more rigorous approach to data collection,
- perform follow-up work on corrective actions they identified, and
- actively coordinate with the DoDIG and other Service IGs on data collection and reporting requirements as part of a Military Service Inspector General Working Group initiative.

We noted that, in certain reporting categories, there were opportunities for improvement. For example:

- Forty five percent of major command, installation, and unit voting assistance officers attended a voting assistance workshop during calendar year 2010 (the federal Congressional election cycle).
- Fifty six percent of Army unit voting assistance officers had developed a system to hand deliver Standard Form 76, (Federal Post Card Application for Registration and Absentee Ballot) to eligible voters.
- Not all commands developed comprehensive command-wide voting awareness and assistance programs in conjunction with Armed Forces Voters Week.
- Sixty five percent of installations had sufficient voting materials on hand to provide the materials to newly assigned personnel during in-processing.
- Not all Army installations provided installation telephone operators with the names, email addresses, and telephone numbers of unit and installation voting assistance officers.
- Fifty one percent of organizations included criteria for rating voting assistance performance on required periodic officer or noncommissioned officer evaluations.

We also noted that the Army IG identified mitigating strategies and procedures, such as electronic distribution, corrective training programs, and corrective action plans. Accordingly, we will work with the Army IG in the context of the Military Service Inspector General Working Group initiative to develop follow-up procedures during calendar year 2012.

Army voting assistance program results in the required five functional areas are in chart format at Appendix B. The Army IG report, in its entirety, is at Appendix C.

## **Navy**

The Naval Inspector General reported that the Navy voting assistance program was effective and compliant with public law and DoD policy. The report explained that Naval IG oversight efforts used a continuous assessment methodology, enabled by the on-going monitoring and data collection capability of the Navy Voting Information Management System. In addition, the Naval IG explained that their 2011 assessment relied on area visits, command inspections, selective sampling at approximately 810 individual commands, web-based surveys, interviews with voting assistance officers, and use of assessment checklists and program reviews. The IG's report acknowledged that during their assessment, they identified minor discrepancies. However, the report stipulated that during site visits, any minor discrepancies were corrected. The IG report also emphasized that the Navy voting assistance program was using electronic media techniques, including websites and electronic bulletin boards—and highlighted that the program was conducting outreach in conjunction with Library Centers, Fleet and Family Support Centers, Spouse Clubs, Commissaries, and Navy Exchanges.

Navy voting assistance program results in the required five functional areas are in chart format at Appendix B. The Naval IG report, in its entirety, is at Appendix D.

## **Air Force**

The Air Force Inspector General reported that Air Force voting assistance programs were effective. The report stated that the Air Force relied on a comprehensive assessment involving 91 command inspections of voting assistance programs at the squadron, group, wing, unit, and installation levels. It explained that the Air Force methodology involved interviews with installation voting assistance officers, interviews with unit voting assistance officers; reviews of voting assistance program implementation and management, and inspection checklists focused on personnel assignment, training, material distribution, communication and information, and commander/installation level involvement. The report emphasized that comprehensive assessments during 91 command inspections yielded a total of 34 discrepancies. Examples include:

- not all installation voting officers met minimum grade requirements,
- unit voting officers were not always appointed for every 100 unit member,
- some unit voting officers were not trained within 60 days of their appointments, and
- sufficient voting materials were not always available for distribution.

Although the report did not specify what corrective actions were taken, the Air Force IG concluded that Air Force and other military members had the resources required to exercise their right to vote.

Air Force voting assistance program results in the required five functional areas are in chart format at Appendix B. The Air Force IG report, in its entirety, is at Appendix E.

## **Marine Corps**

The Inspector General of the Marine Corps reported that the Marine Corps had an effective voter assistance program and was compliant with law and DoD policy. The report explained that the Marine Corps employed a continuous assessment methodology, using an on-going cycle of inspections at least every three years of every Marine Force Command, Expeditionary Force, installation, and major subordinate command. The report stated that during the calendar year 2011 election cycle, they conducted 21 inspections using interviews with major command voting officers, installation voting officers, unit voting officers, commanding officers, and a random sample of individual Marines. The report further explained that inspection teams reviewed documents, inspected voting assistance facilities and used standardized checklists. Discrepancies noted were usually corrected on the spot. The IG concluded that because of their inspections, they were confident all service members and eligible family members were aware of voting events and were provided with assistance for all absentee voting requirements. Looking forward



to the 2012 Presidential election cycle, the Inspector General explained that they would continue to provide voting assistance oversight to ensure all eligible voters had the opportunity to vote.

Marine Corps voting assistance program results in the required five functional areas are in chart format at Appendix B. The Marine Corps IG report, in its entirety, is attached at Appendix F.

## **Department of Defense Inspector General Summary**

In accordance with Title 10, United States Code, Section 1566, (10 U.S.C. § 1566), as amended , the Inspectors General of the Army, Navy, Air Force and Marine Corps all reported that the voting assistance programs of their individual Services were effective, and compliant with relevant policy, regulation, and public law. Their assessments also identified areas where Service voting assistance programs could be improved. During calendar year 2012, we will work with the Service IGs in the context of the Military Service Inspector General Working Group to perform follow-up procedures on corrective actions they identified.

# **Appendix A – Scope, Methodology, and Prior Report Coverage**

## **Scope and Methodology**

We conducted this assessment from December 2011 through March 2012 in response to our responsibilities under Title 10, United States Code, Section 1566, (10 U.S.C. § 1566), as amended. The law requires the IGs of the Army, Navy, Air Force, and Marine Corps to review on an annual basis compliance with their Service’s voting assistance programs, review the effectiveness of those programs, and report their results to DoDIG in time to be reflected in the DoDIG annual report. The law requires DoDIG to report to Congress not later than March 31st of each year on voting assistance programs during the preceding calendar year, and compliance of the voting assistance programs of the Army, Navy, Air Force, and Marine Corps.

To accomplish our objectives, we used a continuous assessment methodology consistent with the law’s repetitive annual reporting requirements. The methodology involves continual risk assessment based on:

- routine, fluid, and on-going dialog with senior officials and other stakeholders,
- analysis of previous oversight activities including a body of work involving inspection, assessment, and other reports issued by the DoDIG, the GAO, and others. (See “Prior Report Coverage” below), and
- “real-time” feedback to senior officials and other senior stakeholders outside formal or traditional reporting mechanisms.

During the current reporting cycle, we reviewed relevant laws, policies, military regulations, and other appropriate documents. In accordance with 10 U.S.C. § 1566, we received assessment reports from the Army, Naval, Air Force, and Marine Corps IGs covering calendar year 2011. We reviewed the Service IG reports and supporting data, as needed; met with senior IG representatives from the Army, Navy, Air Force, and Marine Corps; and discussed their data collection procedures and criteria used as a basis for their conclusions. We did not validate the information the Service IGs provided. However, we applied alternate assessment techniques, such as discussion with senior program officials and knowledgeable personnel. For example, we met with the Federal Voting Assistance Program Director, reviewed reports prepared by his staff, and reviewed testimony he provided to Military Personnel Subcommittee of the House Armed Services Committee on July 15, 2011. We also invited him to address and participate in a meeting of the Defense Council on Integrity and Efficiency (DCIE), a Defense oversight body chaired by the DoD Inspector General, which includes the Service IGs, Service Audit Chiefs, and senior leaders from the Defense oversight community. The alternate assessment techniques did not provide any reason to dispute the Service IGs conclusions that their Service Voting Assistance Programs were effective.

The 2012 election cycle encompasses a Presidential election. Accordingly, our continuous assessment methodology will intensify program oversight activities. For example, in April 2012, we are convening a Military Service Inspector General Working Group to plan upcoming work, coordinate information and data gathering procedures, standardize reporting, and discuss possible DoD guidance in preparation for the 2012 General Election cycle

## **Prior Report Coverage**

During the last 5 years, the Government Accountability Office (GAO) and the DoDIG have issued numerous reports on military and overseas absentee voting assistance programs. Unrestricted GAO reports can be accessed over the Internet at [www.gao.gov](http://www.gao.gov). Unrestricted DoD IG reports can be accessed at <http://www.dodig.mil/PUBS/index.html>

### **GAO**

GAO Report No. GAO-10-476, “Elections: DOD Can Strengthen Evaluation of Its Absentee Voting Assistance Program,” June 17, 2010

GAO Report No. GAO-07-774, “Elections: Action Plans Needed to Fully Address Challenges in Electronic Absentee Voting Initiatives for Military and Overseas Citizens,” June 14, 2007

GAO Report No. GAO-06-1134T, Testimony Before the Committee on Armed Services, United States Senate, “Elections: DOD Expands Voting Assistance to Military Absentee Voters, but Challenges Remain,” September 28, 2006

GAO Report No. GAO-06-521, “Elections: Absentee Voting Assistance to Military and Overseas Citizens Increased for the 2004 General Election, but Challenges Remain,” April 7, 2006

### **DoDIG**

DoD IG Report No. SPO-2011-006, “2010 Evaluation of the DoD Federal Voting Assistance Program (FVAP),” March 22, 2011

DoD IG Report No. SPO-2010-004, “2009 Evaluation of the DoD Voting Assistance Program,” September 27, 2010

DoD IG Report No. IE-2009-005, “2008 Evaluation of the DoD Voting Assistance Program,” April 30, 2009

DoD IG Report No. IE-2008-002, “2007 Evaluation of the Federal Voting Assistance Program in the Department of Defense,” March 31, 2008

DoD IG Report No. IE-2007-004, “2006 Evaluation of the Voting Assistance Program,” March 31, 2007

# Appendix B – Voting Assistant Program

## Functional Area Results

Department of Defense Directive, 1000.04, “Federal Voting Assistance Program” (FVAP), April 14, 2004 (Certified Current as of April 23, 2007), established DoD voting assistance policy. It required the Uniformed Services to establish voting assistance programs that encouraged and assisted military and other eligible voters to register and vote. Among various provisions, it specifically required the Uniformed Services to:

- **staff** voting assistance programs, offices, and activities with qualified personnel at the appropriate grade or rank,
- **train** voting assistance personnel, military voters, and other eligible voters about voting and voting assistance programs,
- **distribute material** about registration and voting procedures, including required voting forms, registration forms, and absentee ballot requests,
- **communicate information**, encourage, and educate voters about voting through websites, other technology, and other methods, and
- **ensure command emphasis** and involvement on voting assistance programs by commanders at installations and all command levels.

In accordance with the law, we received reports from the Army, Naval, Air Force, and Marine Corps IGs covering calendar year 2011. In all cases, the Service IGs provided detail in the five functional areas identified above. The following charts provide results in tabular form.

### Staffing

STAFFING REQUIREMENTS	ARMY	NAVY	AIR FORCE	MARINE CORPS
The Installation Voting Assistance Officer is assigned at the appropriate grade level.	Yes-98%	Yes-98%	Yes-99%	Yes-100%
Unit Voting Assistance Officer is assigned at the appropriate grade level.	Yes-98%	Yes-100%	Yes-98%	Yes-100%
Compliance with the maximum number of voters that can be serviced by a single voting assistance officer.	Yes-69%	Yes-100%	Yes-100%	Yes-100%
For each unit of at least 25 members, a Unit Voting Assistance Officer assigned in the rank of O2, E7, or civilian equivalent,* and designated in writing.**	Yes-98% * **Only 84% in writing.	Yes-87%	Yes-98%	Yes-100%
The “Senior Service Voting Representative” is appointed at Flag Officer or equivalent rank.	Yes-O6 promotable	Yes	Yes	Yes NAF-O6
The “Service Voting Action Officer” is appointed at the GS-12 level or equivalent (Military O4 or E-8).	Yes	No (O3)	Yes	Yes
The designated Unit Voting Assistance Officer is authorized to administer oaths in connection with voter registration and voting.	Yes-97%	Yes-100%	Yes-100%	Yes* *percentage not reported

## Training

TRAINING REQUIREMENTS	ARMY	NAVY	AIR FORCE	MARINE CORPS
Voting Assistance Officers received training.	Yes-94%	Yes-83%	Yes-97%	Yes-100%
Major command, Installation and Unit Voting Assistance Officers attend a Voting Assistance Workshop during the calendar year 2010 (the federal Congressional election cycle.)	No-45%	Yes-100%	Yes-100%	Yes-100%
Basic training and command courses emphasize and advertise voting assistance programs.	Yes-100%	Yes Percentage not reported	Yes-100%	Yes-100%
The Service conducts voter training for all units preparing to deploy.	Yes-100%	Yes Percentage not reported	Yes-99%	Yes-100%
Personnel assigned to recruiting offices received voter registration assistance training.	Yes-100%	Yes-100%	Yes-100%	Yes-100%
Service members trained on absentee registration and voting during federal election years.	Yes-92%	Yes Percentage not reported	Yes-90%	Yes-100%

## Material Distribution

MATERIAL DISTRIBUTION REQUIREMENTS	ARMY	NAVY	AIR FORCE	MARINE CORPS
Unit Voting Assistance Officers developed a system to hand deliver Standard Form 76, (Federal Post Card Application for Registration and Absentee Ballot) to eligible voters, and hand delivered applications by January 15th each year.	No-44%	Yes Percentage not reported	Yes-90%	Yes Percentage not reported
The National Voter Registration form was made available to enlistees.	Yes-100%	Yes Percentage not reported	Yes-100%	Yes Percentage not reported
A Voting Assistance Officer network and communications capability to quickly disseminate voting information throughout the installation or major command was established within each military installation and major command.	Yes Percentage not reported	Yes Percentage not reported	Yes-97%	Yes Percentage not reported
Comprehensive command-wide voting awareness and assistance programs were developed in conjunction with Armed Forces Voters Week.	No	Yes Percentage not reported	Yes-100%	Yes Percentage not reported
As specified by the National Voter Registration Act, Armed Forces recruiting offices provided each prospective enlistee the DD Form 2644, "Mail Voter Registration Application," and DD Form 2645, "Voter Registration Information."	Yes-100%	Yes Percentage not reported	Yes-100%	Yes Percentage not reported
Armed Forces recruiting offices transmitted voter registration applications in a timely manner.	Yes-100%	Yes Percentage not reported	Yes-100%	Yes Percentage not reported
Services ensured that an adequate numbers of SFs 76 (Federal Post Card Application for Registration and Absentee Ballot) were available for military members, voting-age dependents, and overseas DoD civilians during check-in processing as a result of permanent change of station orders, and that voters received assistance in properly completing the form.	No-65%	Yes Percentage not reported	Yes-100%	Yes Percentage not reported

### Communication and Information

COMMUNICATION AND INFORMATION REQUIREMENTS	ARMY	NAVY	AIR FORCE	MARINE CORPS
Services maintained Voting Assistance websites providing information about the Voting Assistance Program; links to assigned Voting Assistance Officers; procedures to order voting materials; and links to other Federal and State voting websites, and links to the Federal Voting Assistance Program website.	Yes-100%	Yes Percentage not reported	Yes-100%	Yes Percentage not reported
Commanders designated at least one well-advertised location on bases, installations, and ships where absentee voting material and voting assistance were available to all military personnel, family members, and overseas civilian employees.	Yes-100%	Yes Percentage not reported	Yes-99%	Yes Percentage not reported
Organizations established and published a special telephone service, the "Voting Action Line," to link unit voting assistance officers with Service voting action officers.	Yes	Yes	Yes	Yes
Organizations provided telephone operators at every military installation with names, e-mail addresses and telephone number of Unit and Installation voting assistance officers.  * NOTE – The Naval IG explained most Commands did not have telephone operators and that the required information was posted on unit websites.	No Percentage not reported	No*	Yes-97%	Yes-89%

### Command Emphasis

COMMAND EMPHASIS REQUIREMENTS	ARMY	NAVY	AIR FORCE	MARINE CORPS
Services continually evaluated their command voting programs.	Yes-96%	Yes Percentage not reported	Yes-100%	Yes Percentage not reported
Commanders developed command-wide voting awareness and assistance programs in conjunction with Armed Forces Voters Week. A special day or days were designated at each installation to inform Services members and their voting-age dependents of absentee registration and voting procedures.	Yes-96%	Yes Percentage not reported	Yes-100%	Yes Percentage not reported
Commands developed written policies to support all personnel and family members including those in deployed, dispersed, and tenant organizations.	Yes-95%	Yes Percentage not reported	Yes-100%	Yes Percentage not reported
Installation commanders reviewed their voting assistance program annually.	Yes-96%	Yes Percentage not reported	Yes-100%	Yes Percentage not reported
Commanders rated Voting Assistance Officers on the way they perform their voting assistance duties. Commanders established the evaluation criteria for Voting Assistance Officer performance within their commands.	No-51%	Yes Percentage not reported	Yes-99%	Yes Percentage not reported



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# Appendix C – United States Army Inspector General Report



DEPARTMENT OF THE ARMY  
OFFICE OF THE INSPECTOR GENERAL  
1700 ARMY PENTAGON  
WASHINGTON DC 20310-1700

SAIG-ID

MEMORANDUM THRU THE INSPECTOR GENERAL, US ARMY

FOR DEPARTMENT OF DEFENSE INSPECTOR GENERAL, ATTN: SPECIAL PLANS  
AND OPERATIONS

SUBJECT: 2011 Annual Report of the US Army compliance with DoD Federal Voting  
Assistance Program (FVAP) requirements in accordance with US Code, Title 10, Section  
1566

1. **Purpose:** To report on Army's compliance with the requirements of the Federal  
Voting Assistance Program (FVAP)

2. **References:**

a. Section 1566, title 10 United States Code, Voting assistance; compliance  
assessments; assistance

b. Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), Pub. L. No.  
99-410, 100 Stat. 924 (1986)

c. Department of Defense Directive (DoDD) 1000.04, Subject: Federal Voting  
Assistance Program (FVAP), 14 April 2004

d. Department of Defense Directive (DoDD) 1344.13, Subject: Implementation of the  
National Voter Registration Act (NVRA), 16 November 1994

e. Army Regulation 608-20, Army Voting Assistance Program, 28 October 2004

f. Under Secretary of Defense, Memorandum for Secretaries of the Military  
Departments, 19 September 2007, Subject: Guidance in Implementing Voting  
Assistance Programs

g. Department of Defense, Inspector General (DoDIG) Memorandum for USD (P&R),  
and Inspector General, Department of the Army, Naval Inspector General, Inspector  
General of the Air Force, and Inspector General of the Marine Corps, Subject: 2011  
Evaluation of the DoD Federal Voting Assistance Program (Project No. D2012-  
D00SPO-0070.000), 12 December 2011.

SAIG-ID

SUBJECT: 2011 Annual Report of the US Army compliance with DoD Federal Voting Assistance Program (FVAP) requirements in accordance with US Code, Title 10, Section 1566

**3. Background:** This assessment is based on specific Voting Assistance Program requirements outlined in the references above. The Inspector General of the Department of Defense (DoDIG) is to report to Congress annually on the effectiveness and compliance of voting assistance programs. To this end, Service Inspectors General conduct annual reviews and provide DoD with an assessment of Services compliance with the Federal Voting Assistance Program (FVAP). This report reflects a non-general election year sample to validate the Army's Voting Assistance Program (AVAP) compliance for 2011. In 2012, as a general election year, a full accounting of compliance data will be taken from across the Army.

**4. Methodology:** The Department of the Army Inspector General (DAIG) distributed a DoD compliance inspection survey, covering the specific report areas of the DoDIG Annual Report, to a selected sample of Command IG's. Those command IG's further distributed the requirements within their subordinate organizations. The survey includes reporting requirements specific to US Army Recruiting Command (USAREC) addressing enlistees. Of the selected commands, including USAREC, a total sample of 196 organizations provided data to the Department of the Army Inspector General Agency (DAIG) through their Command IGs. The responses are grouped into the five (5) specified program areas for this report including: Personnel Assignment, Training, Material Distribution, Communication / Information Network and Commander / Installation Level Involvement. USAREC-specific responses are included in each area below as applicable.

**5. Summary of Findings:** The US Army has a compliant and effective Voting Assistance Program promoting improvement using the most effective means available. Each Soldier, Department of the Army (DA) civilian, Family member and contractor are aware, enabled and encouraged to fully participate in the American election process. Though most organizations reported having designated areas for distribution of voting assistance materials, some units reported not having received hard copy voting materials in time for pre-election distribution. Organizations reported instituting the use of electronic and social media (e.g., Facebook, Twitter, websites and email) as primary information distribution methods. This practice is consistent with new FVAP guidelines and the AVAP's incorporation of electronic and social media into the Army program. Command IGs conducted teach and train sessions on identified areas in need of improvement to ensure Voting Assistance Officers (VAOs) understood the requirements and developed corrective action plans. The 2012 DAIG inspection will include these areas to assess corrective actions taken. A summary of the five (5) surveyed program areas is provided in paragraph 6. AVAP compliance is managed by VAO's at various organizational echelons. The Army has also moved some Voter Assistance Program responsibility to Installation Voting Assistance Offices (IVAO) who report on their

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program performance directly to the AVAP Coordinator using FVAP "Measure of Effect and Performance" identified in DoDIG memorandum, Subject: 2011 Evaluation of the DoD Federal Voting Assistance Program. The FVAP Measures of Effect and Performance reporting is not part of the Service Inspectors General compliance reporting requirement of Section 1566, title 10 USC. Further discussion of the "Measures" is found in paragraph 7 of this report.

**6. The Five (5) Specific Compliance Assessment Areas:**

**a. Personnel Assignment**

The Army Senior Service Representative to the FVAP is The Adjutant General. The majority (192 of 196) of organizations reported having VAOs appointed at the proper grade, assigned at the command level and authorized to administer oaths in accordance with (IAW) (DoD 1000.4, para 5.2.1.4.2). Most (136 of 196) organizations indicated that they met the ratio for the maximum number of voters that can be represented by a single VAO (IAW DoDD 1000.4, para 5.2.1.4.2 and AR 608-20, para 2-14,a.). All (196 of 196) organizations reported the use of electronic media as a technique to increase individual VAO capabilities for greater program effectiveness. Given the increased use of technological and social media methods of direct communication, ratios of VAO to numbers of Soldiers served are not as reliable an indicator of individual VAO capability. DoDD 1000.4 outlines no USAREC specific requirements for this reportable area.

**b. Training**

Most (185 of 196) organizations reported their VAOs had received training as required by Section 1566, title 10. The AVAP has training for VAO's available via CD-Rom or by accessing the FVAP online training at [www.fvap.gov](http://www.fvap.gov). The use of web enabled training opportunities has helped to avoid delay, attributed to other local program or installation limitations. As a result, VAOs can more easily assist Soldiers, civilians and Family members earlier in the voting process. Those who reported not meeting the training requirement indicated that newly assigned VAOs were sometimes not aware of the training requirement, or how to access the training on-line. In those cases, the command IG conducted teaching and training to ensure all were aware of the requirement and where to find the training materials. The DAIG will ensure that a review of these specific requirements is included in the 2012 Voting Assistance Program inspection to determine the effectiveness of the corrective actions taken to ensure training requirements are met. Most (181 of 196) organizations reported having an executable plan for ensuring all service members were trained on absentee voting in

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anticipation of the 2012 federal election cycle (IAW DoDD 1000.4, para 5.2.1.4.3). USAREC reported 100% of recruitment offices and headquarters personnel are informed of the policies and received training in order to carry out voter registration assistance IAW DoDD 1344.13, para. 5.2.1.14 and AR 608-20, para 2-14.

**c. Material Distribution**

Most (127 of 196) organizations reported having sufficient materials on hand to provide Federal Post Card Applications (SF 76) to all eligible voters by the suspense of 15 January 2011, IAW DoDD 1000.4, para. 5.2.1.6.1, either by hand delivery or electronic means, as allowed by the FVAP. Almost half (86 of 196) of reporting organizations stated they failed to meet the previous FVAP, and current AVAP, requirement to "hand deliver" the SF 76. The standard, allowing either or both hand and electronic distribution, is included in the current draft revision to the DoDD 1000.04 pending publication. The AVAP regulation (AR 608-20) will also be revised to include the new guidance. Organizations reported using electronic mail announcements, social media and on-hand stocks of voting materials as their primary means to ensure all personnel had access to voting materials, including the SF 76. Command IG's continue to teach and train units on making the SF 76 available to all, on how to request materials in a timely manner and on using a special day for ensuring availability of voting information and materials (IAW AR 608-20, para 1-20k, 2-13). DAIG will ensure that reviews of these information distribution requirements are included in the 2012 Voting Assistance Inspection Program. USAREC utilizes electronic delivery as its primary means to ensure that the SF 76 is received, in light of this command's extensive geographic dispersion. USAREC reports 100% of Army enlistees have the SF 76 available, and also prospective enlistees are provided a National Voter Registration Form (2645 Voter Registration Information). USAREC also reported that all recruitment offices transmit registration applications in a timely manner as required by DoDD 1334.13, para. 5.4.4.1, 5.4.4.3.

**d. Communication and Information Network**

All (196 of 196) organizations reported having an internet home page IAW DoDD 1000.4, para 5.2.1.10. These sites provide individual voting information, materials, contact information for VAOs, procedures to order voting materials and links to other federal and state voting websites IAW DoDD 1000.04, para, 5.2.1.10. Organizations also identified their higher headquarters' webpage as a location for information. The organizations are using social media, including providing links to state web sites, as a primary means of communication for voting information. All reporting organizations identified having a specific location designated where voting material and assistance is



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available IAW DoDD 1000.04, para. 5.2.1.10. Locations included in and out processing facilities, voting assistance offices and mission support group offices. The Army Voting Program Office has established a robust web presence for accessing voting materials on its website, [www.hrc.army.mil/site/active/tagd/pssd/psb/votingindex.htm](http://www.hrc.army.mil/site/active/tagd/pssd/psb/votingindex.htm). In addition to advertising the Federal Voting Hotline (1-800-483-VOTE), some organizations reported using an installation AVAP "hot line" phone number as their "Voting Action Line," IAW DoDD 1000.4, para 5.2.1.12. All organizations reported having locally advertised VAO phone contact information where VAO's attend to voting assistance related calls. In addition to local installation numbers, VAO phone numbers are accessible through the AVAP website, and the Army Voting Program Action Officer uses a common AVAP email ([us.army.knox.hrc.mbx.tagd-voting-questions@mail.mil](mailto:us.army.knox.hrc.mbx.tagd-voting-questions@mail.mil)) which is monitored to ensure timely response and AVAP assistance is provided. Few organizations reported specifically providing installation operators with a list of VAO's. Most reported on-line resources and printed advertising materials as the primary means to ensure local VAO information is available. Since September 2010, the AVAP has been using social media to share information with Installation VAO's and all other Army programs, service members and their Families. Since January 2011, the AVAP Facebook page has received over 2,500 views to the page where voting information is posted. The Army Voting Assistance Program also posts information on Twitter, S-1 net (the Army Personnel Management Communication Network), and the Human Resources Voting Web page. DoDD 1000.4 contains no USAREC-specific requirements under this assessment area.

**e. Commander / Installation Level Involvement**

Most (188 of 196) command reports indicated that the units continually evaluate their voting program. The AVAP is also continually evaluated by command IG's, and annually by DAIG, to report on program compliance. Additionally, the AVAP is reviewed through the AVAP Office "Measure of Effect and Performance" to ensure program effectiveness, IAW DoDD 1000.04, para 5.4. The same number (188 of 196) reported providing command-wide awareness and AVAP assistance as part of Armed Forces Voters Week (typically observed in August / September). In support of the Installation Voting Assistance Offices, Installation and Management Command (IMCOM) has instituted an annual voting awareness and assistance program throughout the Army. Most (187 of 196) reporting organizations indicated they had current policy and procedures to support eligible military members and their Families. Just over half (100 of 196) of the reporting organizations stated they met the requirement for VAO performance to be documented on a Soldier's OER or NCOER IAW DoDD 1000.04, para. 5.2.1.16. Command IG's conducted teach and train sessions on this requirement and this item is included as a specific assessment area for the 2012 AVAP inspection.



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**7. FVAP Measures of Effect and Performance:** The FVAP Office provided "Measures of Effect and Performance" developed from the Uniformed and Overseas Citizens Absentee Voting Act and other references cited above. These measures are designed by DoDIG for Installation Voting Assistance Offices (IVAO's) to report on their support activities. Installation Voting Assistance data on the Measures of Effect and Performance are collected by IMCOM from the IVAO's and sent to the FVAP via the Army Voting Action Officer. The memo directing the collection of the Measures of Effect and Performance was sent in June 2011 via Memorandum, Subject: 2011 Evaluation of the DoD Federal Voting Assistance Program; therefore, data was only provided from July 2011 and does not represent the entire year. The FVAP Measures data is not a part of the annual Service IG voting compliance report requirements; however, since this is the first year of this process, a summary of some of the key indicators from the FVAP Measures data is provided below to illustrate the type of information provided by the IVAO's to the FVAP.

- General Information Requests Answered (Military / Dependents): 22,526
- Ballots Requested / Provided by Installation Voting Assistance Offices: 1,293
- Numbers of VAO's Trained (workshop / On-line): 736
- Number of Installation Voting Assistance Offices: 49
- Number of Trained VAOs at installation Offices: 53
- Percentage of IVAO's with a trained Voting Assistance Officer: 100%

**8. Recommendation:** DAIG recommends expediting revision of the DoDD 1000.4 and AR 608-20 to address current FVAP guidance in relation to material distribution. We further recommend coordination with DoDIG, for a multi-service working group to convene during the first quarter 2012. The purpose of the working group would be to review data collection requirements and avoid redundant collection, reporting and preparation of DoD guidance in anticipation of the 2012 Federal General Election cycle and subsequent FVAP report for 2012.

9. The point of contact for this report is Mr. Mike Shannon, DAIG Inspections Division, at (703) 545-0897/mike.d.shannon@us.army.mil.

  
JON K. BUONERBA  
COL, IG  
Chief, Inspections Division

6

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# Appendix D – United States Naval Inspector General Report



DEPARTMENT OF THE NAVY  
NAVAL INSPECTOR GENERAL  
1254 9TH STREET SE  
WASHINGTON NAVY YARD DC 20374-5006

IN REPLY REFER TO:  
1742  
Ser N00B/0262  
6 Mar 12

From: Naval Inspector General  
To: Department of Defense Inspector General  
Subj: REPORT OF ASSESSMENT FOR CALENDAR YEAR 2011 NAVY VOTING ASSISTANCE PROGRAM  
Ref: (a) DoD Directive 1000.04 of 14 Apr 04  
(b) OPNAVINST 1742.1B of 15 May 07  
(c) DoD Inspector General memo of 12 Dec 11  
Encl: (1) Self-assessment Checklist for Voting Assistance Officers (OPNAVINST 1742.1B)  
(2) Voter Information Management System (VIMS) Webpage

1. Background. Public Law 107-107, 28 December 2001, Title XVI, Section 1601(c), Uniform Service Voting, tasked Inspectors General of the Military Departments to conduct an annual review and provide an assessment of their service's compliance with the Voter Assistance Program (VAP). This assessment is based on the 2008 VAP requirements outlined in Public Law 107-107, UOCAVA, DODD 1000.04 and DODD 1334.13.

2. Methodology. The Naval Inspector General (NAVINGEN) used a triangulation methodology during scheduled Area Visits and Command Inspections to independently assess compliance with reference (b). Methods included web-based surveys, on-sight interviews with Voting Assistance Officers (VAO), and program reviews. NAVINGEN used enclosure (1) as a guide during the inspection process.

a. NAVINGEN utilized the continuous monitoring oversight and data collection capability of the Voting Information System Management (VIMS), managed by Commander, Navy Installations Command (CNIC), the Senior Navy Voting Representative (SNVR) organization, to provide Navy-wide visibility regarding compliance with the Voting Assistance Program (VAP). A selective sample of approximately 50% (e.g., 810 commands) of echelon-rated commands listed in the Standard Naval Distribution List (SNDL) was reviewed for compliance with key program elements.

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b. The NAVINSGEN overall Navy Voting Assistance Program (NVAP) compliance assessment is based on our direct findings from four Echelon II Command Inspections, four geographic Area Visits, one Health and Comfort Inspection and assessment of the NVAP structure. While minor discrepancies were found and corrected at commands during our visits, it is our principal concern that program structural mechanisms are in place to continue to identify through self or higher echelon inspections/assessments, both risks and opportunities in the NVAP.

c. As performed in the previous year, NAVINSGEN is making a separate qualitative determination of program effectiveness in an effort to focus attention on the Navy's activities that promote voter awareness and assistance that are not otherwise reported or considered in accordance with references (a) or (b). This initiative provides opportunity for NAVINSGEN to separate and thereby strengthen program evaluation effectiveness measures from program compliance measures in the future. The effectiveness determination is based on:

(1) Web-based survey results from 5,837 respondents, to four voting related questions. The surveys are administered in conjunction with NAVINSGEN Command Inspections and Area Visits.

(2) A subjective evaluation of Navy-wide initiatives, outreach, and campaigns, which include such things as Administrative Messages (NAVADMINs); validity, accuracy, and connectedness of key departmental websites; innovative public relations and media efforts; and leadership emphasis.

### 3. Findings

a. Program Compliance: NAVINSGEN determined that the CY11 NVAP is generally compliant with references (a) and (b). The following minor discrepancies are noted against service component specific requirements of reference (b):

(1) Issue: Echelon II and Command-level VAP evaluations are not being performed, retained, and submitted in accordance with reference (b), paragraphs 4e(3) and 4i(14), respectively.

Corrective Action: The Navy's VAO (CNIC) will emphasize the need to ensure the requirement is met and incorporate into VIMS for verification.

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(2) Issue: NAVINSGEN review determined that 83% of VAOs were properly trained as required in accordance with reference (b), paragraph 4i(1).

Corrective Action: The NVAP effort has increased the properly trained VAOs from 71% in CY10 to the 83% in CY11. Continued promotion of the on-line training option will help ensure afloat and remote units stay in compliance with reference (b), paragraph 4i(1).

b. Program Effectiveness: NAVINSGEN determined that the NVAP is satisfactorily effective. The following opportunities for improvement are identified:

(1) Revision of the OPNAVINST 1742.1B to address changes in fleet and regional shore installations management organizational alignment, with particular emphasis placed on the program oversight of deployed and afloat units.

(2) Update the self-assessment checklist to include effectiveness measures and add completion of required assessments to VIMS.

The current draft OPNAVINST 1742.1C incorporates the above recommendations. The Navy's VAO is awaiting the release of the updated DODD 1000.04 before finalizing the updated OPNAV instruction.

4. Discussion. Per reference (c), the following information is provided in support of this assessment:

a. Personnel Assignment:

(1) VAO assigned at the appropriate grade level. (DODD 1000.04)

**Response:** There were 716 out of 810 (88%) VAOs and Unit Voting Assistance Officers (UVAO) assigned at the appropriate grade level.

(2) UVAO assigned at level of command. (DODD 1000.04)

**Response:** All commands assessed had UVAO assigned at the appropriate level of command.

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(3) Adherence to maximum number of voters that can be represented by VAO. (DODD 1000.04)

**Response:** All units assessed were in compliance. Each unit assigned Assistant VAO when needed, to ensure each member of the command received voting assistance.

(4) UVAO above the rank O-2/E-7 designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.04)

**Response:** There were 704 out of 810 (87%) UVAOs designated in writing.

(5) Senior Service Voting Representative at Flag Rank or civilian equivalent appointed. (DODD 1000.04)

**Response:** VADM Michael C. Vitale, U.S. Navy, Commander, Navy Installations Command, was assigned as the Senior Service Voting Representative for CY11.

(6) Service VAO, military person, O-4/E-8 or above or civilian equivalent, appointed. (DODD 1000.04)

**Response:** The Service VAO for CY11 was an O-3 that worked directly for, and fully supported by, the Senior Service Voting Representative.

(7) Commissioned Officer authorized to administer oath. (UOCAVA)

**Response:** Per OPNAVINST 1742.1B, paragraph 4i(12), VAOs at all levels are authorized to administer oaths only in connection with voter registration and voting.

b. Training:

(1) VAO/UVAO received training. (Public Law 107-107)

**Response:** There were 674 out of 810 (83%) VAO/UVAOs that received training within the past 24 months as required by reference (b), paragraph 4i(1).

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(2) Major Command, installation and Unit VAO attended FVAP workshop during even numbered years with Federal elections. For remote locations did VAO access FVAP website for training? Training documented at the installation or base level.

**Response:** OPNAVINST 1742.1B requires VAOs to complete training every 24 months. NAVINSGEN reviews determined that 100% of the commands visited in CY11 retained training documentation as required.

(3) Basic training and command courses emphasize and advertise the VAP. (DODD 1000.04)

**Response:** All recruits attending Naval Training Center Great Lakes (boot camp) received a 30-minute absentee voting brief as part of their training.

(4) Train units preparing for deployment. (DODD 1000.04)

**Response:** Absentee voting procedures are covered in the Pre-Overseas Movement checklist for deploying units. The Expeditionary Combat Readiness Center provides briefings and forms to all personnel and units deploying under the Navy Expeditionary Combat Command. This includes Navy Individual Augmentees, Global War on Terror Support Assignment, In Lieu Of individuals and provisional units deploying for non-traditional expeditionary missions in support of the Global War on Terrorism.

(5) Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 133.13)

**Response:** NAVINSGEN conducted an Area Visit to Navy Region Mid-South, including a visit to Navy Recruiting Command. Per Commander, Navy Recruiting Command, recruitment personnel are trained to provide voter registration assistance.

(6) Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.04)

**Response:** Per OPNAVINST 1742.1B, UVAOs are required to conduct training at the unit level. Absentee registration and voting procedures are mandatory topics in command indoctrination courses.



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c. Material Distribution

(1) UVAOs hand delivers Standard Forms (SF) 76 to eligible voters by 15 January 2011. Develop a system to ensure. (DODD 1000.04)

**Response:** OPNAVINST 1742.1B requires VAOs at all levels to comply and report in VIMS SF76 completion by 15 January of each calendar year and on 15 August of even number years.

(2) National Voter Registration form made available to enlistees. (PL 107-107)

**Response:** Every recruit attending boot camp at Navy Training Center Great Lakes is given the opportunity to register to vote following a 30-minute absentee voting brief.

(3) Network established to distribute voter information. Voter registration materials (SF186 Federal Write-in Absentee Ballot, SF76, Federal Post Card Application, Voting Assistance Guide, etc.) were distributed in time to allow participation in elections. (PL 107-107 & DODD 1000.04)

**Response:** Materials are distributed both electronically and in hard copy. Registration materials are also available on line at [www.fvap.gov](http://www.fvap.gov) or on the NVAP web site at [www.cnic.navy.mil/navyvoting](http://www.cnic.navy.mil/navyvoting). E-mail request may also be sent to the Navy Voting Action Officer at [vote@navy.mil](mailto:vote@navy.mil).

(4) Special day designated for dissemination of voter information and material. (PL 107-107)

**Response:** Navy accomplished this requirement in conjunction with Armed Forces Voting Week (28 June 2011 - 7 July 2011 and with Absentee Voting Week (27 September 2011 - 4 October 2011).

(5) Prospective enlistees provided a DD Form 2644 "Mail Voter Registration Application" and DD Form 2645 "Voter Registration Information." (DODD 1344.13)

**Response:** DD Form 2644 has been replaced by SF76. This form and information are distributed by recruiters to prospective enlistees.

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(6) Recruiting offices transmit registration application in a timely manner. (PL 107-107)

**Response:** Per Commander, Navy Recruiting Command, applications are submitted in a timely manner.

(7) Sufficient voting materials are on hand.  
(DODD 1000.04)

**Response:** All units assessed had indicated that adequate forms were on hand and/or that access to electronic forms was available.

d. Communication and Information Network

(1) Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal and state voting websites. (DODD 1000.04)

**Response:** VAOs may access the non-secure web site at [www.fvap.gov](http://www.fvap.gov) or go to the Navy Voting site at [www.cnmc.navy.mil/navyvoting](http://www.cnmc.navy.mil/navyvoting). The Navy webpage includes contact information for the NVAP and a dedicated e-mail to the Navy Voting Action Officer at [vote@navy.mil](mailto:vote@navy.mil). DoD security measures do not allow names and/or personal email or information to be published on the webpage. The Navy Voting page provides procedures and links to Federal voting websites and provides information on how to order material.

(2) Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.04)

**Response:** Yes. Locations vary according to command. In addition to providing posters, brochures and forms in common areas, VAOs are using electronic bulletin boards and banners at installation gates, working with Liberty Centers, Fleet and Family Support Centers, and Spouse Clubs, posting deadline posters for mailing absentee materials and obtaining supplies at base post offices. Navy VAP is also assisting in setting up partnerships with Navy Ombudsmen and coordinating outreach support provided by and at Commissaries and Navy Exchanges.

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(3) Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.04)

**Response:** Yes. All calls are routed through the "One-Stop" Customer Service Center at (202) 433-4000. This phone number is posted on the CNIC Navy Voting Assistance webpage, the Navy Voting Facebook page and the FVAP webpage.

(4) Provide telephone operators at every military installation with names, email addresses and telephone number of UVAOs and IVAOs. (DODD 1000.04)

**Response:** Most commands do not have telephone operators. Units post links to VAOs on their unit webpages or publish UVAO information via the command's collateral duty list or Plan of Day/Week. Additionally, the Navy Voting webpage includes a dedicated e-mail address and phone number to the NVAP where VAO/UVAO contact information can be requested.

e. Commander/Installation-Level Involvement

(1) Major Commands, installations and Units continually evaluate voting programs. (DODD 1000.04)

**Response:** OPNAVINST 1742.1B requires Commanders, Commanding Officers, and Officers in Charge to provide for the continuing evaluation of their command and subordinate command's voting programs.

(2) Command-wide awareness and assistance program and activities are developed during Armed Forces Voters Week. (DODD 1000.04)

**Response:** Resources are available from FVAP and the Navy Voting Headquarters for local implementation. Additionally, NVAP sponsored installation activities, such as promotion trailers are shown at Navy theaters (CONUS and OCONUS) to enhance voting awareness.

(3) Written policies are developed to support eligible military members and their dependents, including those deployed, dispersed, and tenant organizations. (DODD 1000.04)

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**Response:** Yes. Policy is contained in the NVAP,  
OPNAVINST 1742.1B.

(4) Installation level reviews/inspections include an  
assessment of compliance with UOCAVA and DODD 1000.04.  
(PL 107-107)

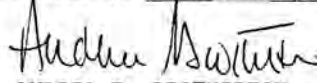
**Response:** Yes. These requirements have been  
incorporated into OPNAVINST 1742.1B and the self-assessment  
checklist enclosure.

(5) VAO's performance is documented in the  
evaluation/FITREPs. (DODD 1000.04)

**Response:** Yes. VAOs interviewed reported their VAO  
collateral duty performance is documented in performance  
evaluations and fitness reports, as applicable.

4. Summary. NAVINSGEN finds the NVAP compliant and  
satisfactorily effective. Unit level discrepancies will be  
outlined and aggregated by Echelon II command. The  
discrepancies will be sent to Echelon II IGs for verification  
and correction by June 2012. NAVINSGEN annual assessment roll-  
up indicated that 28% of Navy personnel did not vote, of which,  
only 5% did not vote because they could not or did not know how.

5. My point of contact for this report is CDR Karen M. Bonaby,  
U.S. Navy. CDR Bonaby may be reached at commercial  
(202) 433-6645 (DSN 288) or via e-mail at [karen.bonaby1@navy.mil](mailto:karen.bonaby1@navy.mil).

  
ANDREA E. BROTHERTON  
Deputy

Copy to:  
CNIC HQ (N9)

Distribution:  
NAVINSGEN STAFF  
SECNAV ADMIN  
CNO ADMIN

15 May 07

SELF ASSESSMENT CHECKLIST FOR VOTING ASSISTANCE OFFICERS

ALL VAOs

1. Is the Voting Assistance Officer (VAO) of the appropriate rank/grade? Y/N
2. Is the VAO designated in writing? Y/N
3. Does the VAO have electronic or hard copies of:
  - a) the current Federal Voting Assistance Guide Y/N
  - b) SF-76, Federal Post Card Application? Y/N
  - c) SF-186, Federal Write-in Absentee Ballot? Y/N
4. Has the VAO registered current command information in the Voting Information Management System database? Y/N
5. Has the VAO completed VAO training? Y/N
6. Did the VAO develop comprehensive command-wide voting awareness, assistance, and activities? Y/N
7. Did the VAO ensure and track that all service members received at least one training period devoted to absentee registration and voting annually? Y/N
8. Is the VAO included on the Command Check-in sheet and Command Indoctrination? Y/N
8. Has the VAO ensured the command telephone directory includes the telephone numbers for VAOs?
9. Did the VAO ensure that there was adequate voting assistance access to the internet, fax, or toll-free phone for all service members, their families, and Department of Defense (DOD) employees? Y/N
10. If required, did the command establish a well-advertised and fixed location where absentee voting materials and assistance are available? Y/N
11. Is there a system in place to track the VAO's in-hand delivery of the SF-76 to all service members, their family members, and DOD employees? Y/N
12. Did the VAO have adequate time to perform their duties? Y/N

ENCL(1)

Additional for Installation VAOs:

1. Did the Installation VAO ensure VAOs were assigned to all local and tenant commands and geographically separated units? Y/N
2. Did the Installation VAO ensure all unit VAOs were adequately trained? Y/N

Additional for Regional VAOs:

1. Did the Regional VAO ensure VAOs were assigned to all installations? Y/N

Additional for Echelon II VAOs:

1. Did the Echelon 2 VAO ensure that VAOs at subordinate commands have adequate levels of voting materials? Y/N
- ENCL(1)

15 May 07

## DEFINITIONS

1. Assistant Voting Assistance Officer (AVAO). A service member in any pay grade designated to assist the Unit or Installation Voting Officer in the discharge of voting duties.
2. Eligible Voter. A Uniformed Services voter is defined as active duty members of the Uniformed Services or Merchant Marines, including family members, who are absent from the place of residence where they are otherwise qualified to vote, or an "overseas voter" defined as an absent Uniformed Services voter who, by reason of active duty or service, is absent from the United States on the date of the election involved, or persons who reside outside the United States and are qualified to vote in the last place in which they were domiciled before leaving the United States, or persons who reside outside the United States and (but for such residence) would be qualified to vote in the last place in which they were domiciled before leaving the United States.
3. Federal Office. The Office of the President and the Vice President; Presidential Elector; Member of U.S. Senate, Member of U.S. House of Representatives; Resident Commissioner from Commonwealth of Puerto Rico; or Delegate from American Samoa, District of Columbia, Guam, or the Virgin Islands.
4. Installation Voting Assistance Officer (IVAO). A uniformed service member or civilian O4/GS-12 or above responsible for voter communication of all units stationed within or attached to the installation.
5. Local Election. An election for candidates for a local office, such as municipal, county, township or village elections, or referendums of local interest.
6. Navy Voting Action Officer (NVPM). An individual assigned by the Senior Navy Voting Representative, GS-12 or above or a service member in pay grade O4/E8 or above who manages the NVAP.

ENCL(2)

15 May 07

7. Senior Navy Voting Representative (SNVR). A uniformed officer of general or flag rank responsible for implementation and management of the NVAP.
8. Official Survey. A survey of citizens covered under reference (b) as required for report to the President and Congress.
9. Poll. Any request for information, which requires or implies the necessity of an answer, with the intent being to report or publish compiled results of the answers obtained.
10. State Election. Any election held solely, or in part, for selecting, nominating, or electing any candidate for any State office, such as governor, lieutenant governor, attorney general, or State legislator, or on issues of Statewide interest.
11. Unit Voting Assistance Officer (UVAO). A service member in pay grade O2/E7/GS-7 or above responsible for the unit or command levels voting assistance program.
12. Voting Residence. The legal residence or domicile in which the voter is registered to vote.





## Commander, Navy Installations Command

[Log out](#) [Change password](#)

## VIMS DATA PAGE

## COMMAND INFORMATION:



Voting E-Mail Address: NOT ON FILE

Please contact Navy Voting to validate your Command's functional e-mail address.

Quarterdeck

Telephone:

(Area/Country Code)

Telephone Number

Extension

Name Of VAO:

Last Name

First Name

Optional: Middle Name

Rating/Rank:

Examples: MMC, ENS, ABHC(AW), GS-12

VAO, Telephone,

Comm:

(Area/Country Code)

Telephone Number

Extension

VAO, Telephone, DSN:

Select Area

(Area/Country Code)

Telephone Number

Extension

VAO, E-Mail:

jeon.deaux@dearon15.navy.milDate Of most recent  
Review:Date Of most recent  
Update:

1. What is the paygrade of the VAO?

Select Grade

2. Is the Command VAO designated in writing?

☐ Yes ☐ No[Click here to download a template for a VAO designation letter](#)

3. Does the Command have on file the following documents in digital or hard-copy format?

**Note: Documents can be downloaded by clicking on each item**

- a. Federal Post Card Application, Fillable (SF 76A) ☐ Yes ☐ No
- b. Federal Post Card Application, Long Hand (SF 76) ☐ Yes ☐ No
- c. Federal Write-In Absentee Ballot, Fillable (SF 186) ☐ Yes ☐ No
- d. Template, Mailing Envelope, Inner ☐ Yes ☐ No
- e. Template, Mailing Envelope, Outer, Fillable ☐ Yes ☐ No
- f. Template, Mailing Envelope, Outer, Non-Fillable ☐ Yes ☐ No
- g. Voting Assistance Guide (VAG), Current Issue ☐ Yes ☐ No


\*\*\*DOCUMENTS CAN BE DOWNLOADED BY CLICKING ON THE NAME OF EACH ITEM\*\*\*

**4. Has the VAO completed formal training? If so, enter date**

[click here to download self-administered training](#)

[click here to see VAO workshop schedule](#)

*Periodically exceeded. Certification has expired.*

1-January-1900 

**5. Have 100% of mustering personnel been provided information on voter registration and absentee voting (to include access to forms and documents in Item 3)?**

[Click here to learn more about this requirement](#)

☐ Yes ☐ No

**6. How many personnel muster with this Command?**

**7. Comments (general)**



**NAME OF COMMAND:**

USS STOUT (DDG 55) (21685)

**IMMEDIATE SUPERIOR (ISIC):**

Destroyer Squadron TWO (DESRON 2) (39789)

**ECHELON II:**

U.S. Fleet Forces Command (FLTFORCOM) (00060)

**REPORTING SUBORDINATES:**

N/A

*Click on name(s)  
to review their  
information on file.*

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# Appendix E – United States Air Force Inspector General Report



Office of the Secretary

DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

JAN 27 2012

MEMORANDUM FOR ASSISTANT TO THE DOD INSPECTOR GENERAL  
(INSPECTIONS AND EVALUATIONS)

FROM: SAF/IG  
1140 Air Force Pentagon  
Washington DC 20330-1140

SUBJECT: 2011 USAF Federal Voting Assistance Program Inspection Report

In accordance with 10 USC 1566 and DoD Directive 1000.4, the attached 2011 USAF Federal Voting Assistance Program Inspection Report is submitted, providing a comprehensive assessment of Federal Voting Assistance Programs (FVAP) throughout the Air Force.

During 2011, the USAF major command (MAJCOM) inspection teams inspected 91 FVAPs at squadron, group, wing and command levels with 34 discrepancies reported. The attached report summarizes the deficiencies of these inspections.

As a result of the inspections conducted throughout 2011, the USAF is confident effective FVAPs are established throughout our Air Force and military members have the resources they require in order to exercise their right to vote.

In addition, there were 61 government man-hours used in compiling this report. Zero contract dollars and temporary duty costs were spent.

My point of contact for this report is Mr. Tracy Leon-Guerrero at DSN 863-8360, and/or Mr. Duane Martin at DSN 863-8360 or via email at [afia.tioworkflow@kirtland.af.mil](mailto:afia.tioworkflow@kirtland.af.mil).

A handwritten signature in cursive script, reading "Marc E. Rogers", is positioned above the typed name.

MARC E. ROGERS  
Lieutenant General, USAF  
The Inspector General

Attachment:  
2011 USAF FVAP report

cc:  
HQ AF/A1

**2011 Air Force Inspector General's Inspection Report  
Federal Voting Assistance Program**

**1. Background:** Inspectors General (IG) of the Military Departments are tasked to conduct annual Voting Assistance Program (VAP) reviews and provide an assessment of their service compliance with the program. The following report is based on assessments of the Voter Assistance Program requirements outlined in 10 USC 1566, Public Law 107-107, Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), DoD Directive 1000.4, and DOD Directive 1344.13.

**2. Methodology:** The Air Force inspected the Federal Voting Assistance Program (FVAP) at all levels during Compliance Inspections (CI). Evaluations were made by conducting personal interviews with installation voting assistance officers (IVAO) and unit voting assistance officers (UVAO), reviewing program implementation and management, and visiting units at the installation level.

**3. List of voting assistance program inspections conducted and a summary of discrepancies from those inspections.** The inspection areas were graded based on the following checklist areas: Personnel Assignment, Training, Material Distribution, Communication and Information network, and Commanders/Installation level Involvement. There were 91 VAP inspections this year with 34 discrepancies reported below.

**A. Personnel Assignment**

**1. VAO assigned at the appropriate grade level (DODD 1000.04):**

IG TEAM	Unit/ Installation	Deficiency
AETC	71 FTW/Vance AFB, OK	IVAO did not meet the grade requirement; waiver letter was not on file

**2. UVAO assigned at level of command (DODD 1000.04):**

IG TEAM	Unit/ Installation	Deficiency
AFIA	ANGRC/Joint Base Andrews, MD	Voting Assistance Program did not meet all requirements - Commander did not appoint a Unit Voting Assistance Officer (UVAO) during January - June 2011 - UVAO did not ensure delivery of Standard Form 76, Federal Post Card Application, to assigned personnel by 15 January 2011 (REPEAT)
AMC	87 ABW/McGuire AFB, NJ	Installation Commander did not ensure Unit Commanders appointed current Unit Voting Assistance Officers.

**3. Maximum number of voters that can be represented by VAO adhered to:**

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

**4. UVAO of the rank 02/E-7 above designated in writing for each unit of 25 or more permanently assigned members (DODD 1000.4):**

IG TEAM	Unit/ Installation	Deficiency
AETC	71 FTW/Vance AFB, OK	Documentation of updated list of assigned personnel as changes occurred did not exist prior to Jun 10 or after Oct 10
AETC	97 AMW/Altus AFB, OK	UVAOs were not appointed for every 100 unit members

**5. Senior Service Representative at Flag Rank appointed (DODD 1000.4):**

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

**6. Senior Voting Action Officer. Military person, 04/E8 or above, appointed (DODD1000.4):**

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

**7. Commissioned Officer authorized to administer oath. (UOCAVA):**

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

**B. Training**

**1. VAO received training (Public Law 107-107):**

IG TEAM	Unit/ Installation	Deficiency
AETC	71 FTW/Vance AFB, OK	2 UVAOs were not trained within 60 days of their appointment

AFRC	911 AW/ Pittsburg IA PARS, PA	VAO did not ensure first contact with 100% of assigned personnel to the wing within 30-60 days of assignment
AFOSI	Det 512, RAF Mildenhall, UK	Primary POC was deployed and the alternate was not trained.

2. MAJCOM, installations and UVAO attend FVAP workshop during even numbered years with Federal elections. For remote locations did VAO access FVAP website for training. Training documented at the installation or base level (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

3. Basic training and command courses emphasize and advertise voting assistance programs (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

4. Train units preparing for deployment (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AETC	71 FTW/Vance AFB, OK	No documentation existed that the IVAO provided assistance to members PCSing out or returning from deployment

5. Recruitment offices personnel informed of policies and received training to carry out voter registration assistance (DODD 1344.13):

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

6. Train service members on absentee registration and voting procedures during years of Federal elections (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AFSPC	45 SW, Patrick AFB, FL	Failed to ensure appointed UVAOs were trained within 60 days of appointment (9 of 9 units)

USAFE	425 <sup>th</sup> ABS Izmir, Turkey	The UVAO could not provide documentation all military members were briefed in past election years. (Previous documentation was unavailable prior to Feb 2011).
AFIA	AFMOA/San Antonio, TX	Voting Assistance program nonexistent - UVAO did not provide assistance to members: (Ref: AFI 36-3107, Para 4.8.8, PL 111-84, and AF Voting Plan, Para 3i(20) and 3k(10)) -- PCSing -- Returning from deployments of 6 months or more - UVAO did not provide SFs 186 (Ref: AFI 36-3107, Para 4.9.5) - UVAO did not develop a system to ensure in-hand delivery of SFs 76 to all eligible voters by the suspense dates (Ref: AFI 36-3107, Para 4.9.4, and AF Voting Plan, Para 3k(9)) - UVAO did not assist IVAO with Armed Forces Voters week and Absentee Voting week (Ref: AFI 36-3107, Para 4.9.10)
AFIA	AFCEE/San Antonio, TX	Voting Assistance program nonexistent during federal election year - UVAO did not provide assistance to members: (Ref: AFI 36-3107, Para 4.8.8, PL 111-84, and AF Voting Plan, Para 3i(20) and 3k(10)) -- PCSing -- Returning from deployments of 6 months or more - UVAO did not provide SFs 186 (Ref: AFI 36-3107, Para 4.9.5) - UVAO did not develop a system to ensure in-hand delivery of SFs 76 to all eligible voters by the suspense dates (Ref: AFI 36-3107, Para 4.9.4, and AF Voting Plan, Para 3k(9)) - REPEAT - UVAO did not assist IVAO with Armed Forces Voters week and Absentee Voting week (Ref: AFI 36-3107, Para 4.9.10)
AFIA	AFOG/Pentagon, DC	Voting Assistance program nonexistent prior to January 2011 - UVAO did not provide assistance to members: (Ref: AFI 36-3107, Para 4.8.8, PL 111-84, and AF Voting Plan, Para 3i(20) and 3k(10)) - PCSing - Deploying for 6 months - Returning from deployments of 6 months or more - UVAO did not provide SFs 186 (Ref: AFI 36-3107, Para 4.9.5) - UVAO did not develop a system to ensure in-hand delivery of SFs 76 to all eligible voters by the suspense dates (Ref: AFI 36-3107, Para 4.9.4, and AF Voting Plan, Para 3k(9)) - UVAO did not assist IVAO with Armed Forces Voters week and Absentee Voting week (Ref: AFI 36-3107, Para 4.9.10)



AFIA	AFIAA/Joint Base Anacostia-Bolling, DC	Voting Assistance Program nonexistent prior to December 2010 - UVAO did not provide assistance to members: (Ref: AFI 36-3107, Para 4.8.8, PL 111-84, and AF Voting Plan, Para 3i(20) and 3k(10)) - PCSing - Deploying for 6 months or more - Returning from deployments of 6 months or more - UVAO did not provide SFs 186 (Ref: AFI 36-3107, Para 4.9.5) - UVAO did not develop a system to ensure in-hand delivery of SFs 76 to all eligible voters by the suspense dates (Ref: AFI 36-3107, Para 4.9.4, and AF Voting Plan, Para 3k(9)) - UVAO did not assist IVAO with Armed Forces Voters week and Absentee Voting week (Ref: AFI 36-3107, Para 4.9.10)
AFIA	AFPEO/Pentagon, DC	Voting Assistance program nonexistent prior to February 2011 - UVAO did not provide assistance to members PCSing (Ref: AFI 36-3107, Para 4.8.8, PL 111-84, and AF Voting Plan, Para 3i(20) and 3k(10)) - UVAO did not provide SFs 186 (Ref: AFI 36-3107, Para 4.9.5) - UVAO did not develop a system to ensure in-hand delivery of SFs 76 to all eligible voters by the suspense dates (Ref: AFI 36-3107, Para 4.9.4, and AF Voting Plan, Para 3k(9)) - UVAO did not assist IVAO with Armed Forces Voters week and Absentee Voting week (Ref: AFI 36-3107, Para 4.9.10)
AFIA	AFMSA/Arlington, VA	Voting Assistance program nonexistent - UVAO did not provide assistance to members: (Ref: AFI 36-3107, Para 4.8.8, PL 111-84, and AF Voting Plan, Para 3i(20) and 3k(10)) - PCSing - Deploying for 6 months - Returning from deployments of 6 months or more - UVAO did not provide SFs 186 (Ref: AFI 36-3107, Para 4.9.5) - UVAO did not develop a system to ensure in-hand delivery of SFs 76 to all eligible voters by the suspense dates (Ref: AFI 36-3107, Para 4.9.4, and AF Voting Plan, Para 3k(9)) - UVAO did not assist IVAO with Armed Forces Voters week and Absentee Voting week (Ref: AFI 36-3107, Para 4.9.10)
AMC	375 AMW/Scott AFB, IL	Installation Voting Officer did not ensure all assigned personnel received at least one briefing devoted to absentee registration during federal voting election years.

### C. Material Distribution

1. UVAOs hand-deliver SF76s to eligible voters by ///date///. Develop a system to ensure (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AFRC	911 AW/ Pittsburg IA PARS, PA	VAO did not ensure first contact with 100% of assigned personnel to the wing within 30-60 days of assignment
AFSPC	AFSMO, Washington, D.C.	Did not distribute SF 76's during required timeframes
AFSPC	83 NOS, Langley AFB, VA	Did not distribute SF 76's during required timeframes
AFSPC	67 NWG, Lackland AFB, TX	Did not distribute SF 76's during required timeframes
AFSPC	26 NOG, Lackland AFB, TX	Did not distribute SF 76's during required timeframes
AFSPC	45 SW, Patrick AFB, FL	Failed to ensure SF 76's were distributed to all eligible voters
AFSPC	561 NOS, Peterson AFB, CO	Did not distribute SF 76's during required timeframes
AFSPC	21 SW, Peterson AFB, CO	Did not distribute SF 76's during required timeframes (21 MDG, SFS, LRS, SPCS)
AFIA	AFSFC/Lackland AFB, TX	Unit Voting Assistance Officer did not ensure delivery of Standard Form 76, Federal Post Card Application, to assigned personnel by 15 January 2011 (REPEAT)

2. National Voter Registration form made available to enlistees (PL 107-107):

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

3. Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) were distributed timely to allow participation in elections (Public law 107-107 & DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AETC	71 FTW/Vance AFB, OK	No documentation existed that the IVAO forwarded information about special elections/primaries to the UVAOs

AFSPC	83 NOS, Langley AFB, VA	Did not ensure SF 186 was distributed to all unit personnel and their dependents
AMC	734 AMS/Andersen AFB, GU	Unit voting officer did not provide SF 76 forms (absentee ballot) to all personnel in calendar year 2010.

**4. Special day designated for dissemination of voter information and material (Public Law 107-107):**

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

**5. Prospective enlistees provide a DD Form 2644 "mail Voter Registration Application" and DD Form 2645 "Voter registration Information (DODD 1344.13):**

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

**6. Recruitment offices transmit registration applications in a timely manner (DODD1344.13):**

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

**7. Sufficient voting materials are on-hand (DODD 1000.4):**

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

**D. Communication and Information Network**

**1. Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal & State voting websites (DODD 1000.4):**

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

2. Designated location on base, installation, or ship where voting material & assistance is available (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

3. Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

4. Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AFMC	78 ABW/Robins AFB, GA	78 ABW Installation Voting Assistance Officer (IVAO) did not provide the base operator with name, email address, and telephone number of the IVAO and other key unit voting assistance counselors.
AMC	87 ABW/McGuire, NJ	The Installation Voting Officer did not provide an office phone number to the local base operator.
AMC	375 AMW/Scott, IL	The Installation Voting Officer did not provide an office phone number to the local base operator.

#### E. Commanders/Installation Level Involvement

1. MAJCOMS, etc., continually evaluate voting programs (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

2. Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

3. Written policies are developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations (DODD1000.4):

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

4. Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1000.4 (Public Law 107-107):

IG TEAM	Unit/ Installation	Deficiency
		No Deficiencies

5. VAO's performance is documented in the EPRs/OERs as appropriate (DODINST 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AMC	87 ABW/McGuire, NJ	The Installation Voting Officer did not provide an office phone number to the local base operator.

**4. Recommendations: None**

5. If you have questions or require additional information, please contact Mr. Tracy Leon-Guerrero at DSN 863-8360, Mr. Duane Martin at DSN 863-8360 or via email at [afia.tioworkflow@kirtland.af.mil](mailto:afia.tioworkflow@kirtland.af.mil).

# Appendix F – United States Marine Corps Inspector General Report



DEPARTMENT OF THE NAVY  
DEPUTY NAVAL INSPECTOR GENERAL FOR MARINE CORPS MATTERS/  
INSPECTOR GENERAL OF THE MARINE CORPS  
701 S COURTHOUSE ROAD  
ARLINGTON, VA 22204

IN REPLY REFER TO:  
1742  
IGMC  
27 Jan 12

From: Inspector General of the Marine Corps  
To: Department of Defense Inspector General

Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC VOTING  
ASSISTANCE PROGRAM FOR CY 2011

Ref: (a) Memorandum from DODIG of 12 Dec 11  
(b) DODD 1000.04  
(c) MCO 1742.1A with Changes 1 and 2

Encl: (1) Functional Area Checklist (FAC) 210 for the Marine  
Corps Voting Program

1. Background. The 2011 Marine Corps Voting Assessment Program (VAP) annual assessment is submitted as directed by references (a) and (b). The controlling instruction for the Marine Voting Registration Program is regulated by references (b) and (c).

2. Methodology. The Inspector General for the Marine Corps (IGMC) inspects every Marine Force Command, Marine Expeditionary Force, Installation, and Major Subordinate Command (MSC) for compliance and effectiveness at a minimum, on a triennial basis. Each Commanding General has its own Commanding General Inspection Program (CGIP) that inspects their units biannually. Enclosure (1) is used by both IGMC and CGIP to ensure the standardization of all VAP inspections.

The Inspection process included interviews with Major Command Voting Officers (MCVO), Installation Voting Assistance Officers (IVAO), Unit Voting Assistance Officers (UVAO), Commanding Officers and Marines randomly selected within Marine units. The inspection team reviewed documents and procedures to ensure compliance with all Marine Corps orders and directives. The team also inspected facilities to ensure voting assistance materials are displayed in accordance with directions given in MCO 1742.1A. All inspectors use the Functional Area Checklist (FAC) 210, enclosure (1), to maintain standardization for the Marine Corps Voting Program. Each inspection is graded as: Mission Capable or Non-Mission Capable with findings, discrepancies and recommendations to improve the inspected units' programs.

3. Findings. The results of the IGMC and the CGIP inspections throughout the past year and this annual assessment verifies the Marine Corps has an effective Voter Assistance Program and is in compliance with the requirements outlined in references (b) and (c). This assessment is based upon the results of 21 inspections: 3 at the MSC level, 6 at the installation level, and 12 at the unit level.

4. Per the guidelines provided by the DODIG, the requested information is provided below:

## A. Personnel Assignment

Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2011

(1) VAO assigned at the appropriate grade level? (DODD 1000.4)

Response: Our inspection results show that all 21 commands inspected had VAOs assigned at the appropriate grade level.

(2) UVAO assigned at level of command? (DODD 1000.4)

Response: All 12 individual units inspected had UVAOs assigned at the appropriate level of command.

(3) Maximum number of voters that can be represented by a VAO.

Response: In accordance with MCO 1742.1A, paragraph (24) Marine VAO's are authorized to represent up to 200 Marines. All Marine units regardless of size are required to have a VAO assigned. All Marine units inspected have adhered to this requirement.

(4) UVAO of the rank O2/E-7 above designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.4)

Response: All 12 UVAO units inspected had their assigned UVAO designated in writing.

(5) Senior Service Voting Representative (SSVR) at Flag Rank or civilian equivalent appointed. (DODD 1000.4)

Response: BGen Robert F. Hedelund took over and was appointed as the SSVR from Mr. Timothy R. Larsen (NAF-06) in February 2011.

(6) Service Voting Action Officer, Military person, O-4/E-8 or above or civilian equivalent, appointed. (DODD 1000.4)

Response: Mr. Robert Wagner (GS-14) is currently assigned (Acting) as the Marine Corps Service Voting Action Officer (SVAO).

(7) Commissioned Officer authorized to administer Oath. (UOCAVA)

Response: Per Title 10, Art. 136, all Marine Corps VAO that are commissioned officers are authorized to administer oaths as necessary in the performance of their duties as a VAO. Not all enlisted VAO's were authorized in writing to administer oaths, however commissioned officers were available to support the enlisted VAO's with these duties.

#### B. Training

(1) VAO received training. (Public Law 107-107)

Response: 21 out of 21 Marine Corps VAOs received training from the FVAP website or from an SVAO/IVAO workshop.

(2) MSCs, Installations and UVAOs attend FVAP workshop during even numbered years with Federal elections. For remote locations VAOs accessed FVAP website for training. Training documented at the installation or base level.

Response: MCO 1742.1A requires all Marine VAOs to complete VAO training within 90 days following appointment as a VAO, including during even numbered years. Marine Corps VAOs that could not take advantage of an FVAP workshop

Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2011

completed their training utilizing the self-administered course at [www.fvap.gov](http://www.fvap.gov). Our inspection results show that voter training is being conducted and has been documented in accordance with the MCO.

(3) Basic training and command courses emphasize and advertise voting assistance program. (DODD 1000.4)

**Response:** All Marine Corps training commands, including basic training and command courses, are providing voter awareness informational training to all their participants.

(4) Training units preparing for deployment. (DODD 1000.4)

**Response:** All deploying units, both Reserve and Active are required to conduct pre-deployment briefs prior to deployment outside the continental United States. During these briefs, each deploying Marine or Service Member attached to a Marine Command is provided voting information and the opportunity and assistance with completing an FPCA.

(5) Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 1344.13)

**Response:** The Marine Corps Recruiting Command is aware of the policies outlined in DODD 1344.13.

(6) Train Service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.4)

**Response:** MCO 1742.1A, paragraph (2) and (5) provides guidance to VAOs to ensure that each eligible Service member and their eligible family members are afforded the opportunity to receive absentee voting assistance. Our inspections revealed that Marine units and assigned VAO are aware of the requirements and are conducting training.

**Recommendation:** On the spot correction was made. Continue to highlight the importance of proper documentation.

#### C. Material Distribution

(1) UVAOs hand delivers SF-76s to eligible voters. Develop a system to ensure. (DODD 1000.4)

**Response:** Federal Post Card Applications (FPCAs) are being delivered to Marines in accordance with DODD 1000.4. MCO 1742.1A, paragraph 3 provides specific guidance regarding the delivery of FPCA (SF-76) to all eligible voters. Our inspection results confirmed that VAOs understood and are adhering to published requirements.

(2) Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) were distributed timely to allow participation in elections. (Public law 107-107 & DODD 1000.4)

**Response:** Reference (c) gives specific guidance regarding the distribution of SF-76s and SF-186s to all eligible voters in a timely manner. Inspection results confirmed that SF 186's and SF 76's were delivered in timely manner



Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2011

ensuring all Servicemembers and their eligible family members had the opportunity to participate in the elections process.

(3) Special day designated for dissemination of voter information and material. (Public Law 107-107)

Response: Reference (c) requires VAOs to have developed voting awareness programs and voting activities designed to encourage voter registration and participation. Inspection results confirmed that units are operating in accordance with established policies.

(4) All provided a DD Form 2644 "Voter Registration Application" and DD Form 2645 "Voter Registration Information. (DODD 1344.13)

Response: The Voting Assistance Program Manager and MCRC continue to work hard to ensure all prospective enlistees are provided with DD Forms 2644 and DD Form 2645.

Recommendation: Same as C.(2).

(5) Sufficient voting materials are on-hand. (DODD 1000.4)

Response: All VAOs inspected maintained an adequate supply of FPCAs and FWABs. VAOs had sufficient supplies of voting posters, calendars, and other voting related materials. The Marine Corps encouraged units to use the online FPCAs and FWABs to cut down on cost.

#### D. Communication and Information Network

(1) Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal and State voting websites. (DODD 1000.4)

Response: The Marine Corps voting web page is located at [www.manpower.usmc.mil/voting](http://www.manpower.usmc.mil/voting). The Marine Corps webpage includes contact information for all MSC Voting Officers (MCVO) and all Installation Voting Assistance Officers (IVAO). DOD security measures do not allow names and/or personal e-mail addresses to be published on the webpage. Procedures on how to order voting materials and links to all Federal and State voting websites are located on the Marine Corps Voting webpage. The Marine Corps Voting webpage is in complete compliance with reference (b).

(2) Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.4)

Response: All units are required to have a place designated where service members can go to receive voting information. All units inspected had a location within their Command where voting materials and voting assistance could be found.

(3) Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.4)

Response: The Marine Corps has a special e-mail link [vote@usmc.mil](mailto:vote@usmc.mil) and phone number (703-784-5972) that enable VAO to maintain easy contact with the SVAO. The contact information is located on the Marine Corps Voting webpage. Inspection results confirm that MCVOs, IVAOs, and UVAOs are aware of the telephone number and e-mail address to contact the SVAO.

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(4) Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs. (DODD 1000.4)

**Response:** 16 out of 18 IVAO and UVAO inspected have provided VAO contact information to the Base/Station telephone operator.

**Recommendation:** Increased emphasis will be placed on this item by the SVAO. Personnel turnover plays a significant role in this task.

E. Commander/Installation Level Involvement

(1) MSCs and installations continually evaluate voting programs. (DODD 1000.4)

**Response:** As part of the IGMC inspection program, all Commanding Generals are required to have a Commanding General's Inspection Program (CGIP). The CGIP is evaluated by the IGMC to ensure compliance with the Marine Corps Voter Registration Program Order, reference (c).

(2) Command-wide awareness and assistance program and activities are developed during Armed Forces Voter Week. (DODD 1000.4)

**Response:** Inspection results indicated that Marine commands had a wide variety of activities scheduled throughout the year, including during Armed Forces Voters Week that promoted voter awareness/assistance.

(3) Written policies are developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations. (DODD 1000.4)

**Response:** Reference (c) provides guidance to all VAOs that they used to provide assistance to all Service members and their eligible family members no matter where they are stationed throughout the world.

(4) Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1004.4. (Public Law 107-107)

**Response:** Reference (c) and enclosure (1) are used when evaluating the Marine Corps Voting Program. Reference (c) was reviewed by the FVAP and was determined to be in compliance with the Uniformed and Overseas Citizen Absentee Act (UOCAVA) and DOD Directive 1000.4.

(5) VAOs performance is documented in the Evaluation/FITREPs. (DODD 1000.4)

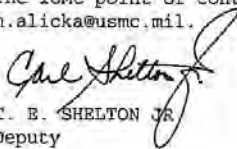
**Response:** Enclosure (1) of reference (c), paragraph 26 requires reporting seniors to annotate the fitness report of all assigned VAO with comments on their performance as a VAO. Inspection results indicated that all units inspected were in compliance.

5. Summary. The IGMC inspection results and this assessment have confirmed that the Marine Corps VAP operates in accordance with established policies and procedures and is effective in assisting all eligible voters. We are very confident that all service members and their eligible family members were aware of all 2011 voting events and were provided assistance and documentation for all absentee voting requirements. The IGMC will continue to inspect, review, and provide guidance to update appropriate Marine Corps

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orders, policies and procedures to ensure all eligible voters have the  
opportunity to exercise their voting rights

6. The point of contact concerning this matter is Mr. Robert Wagner, Service  
Voting Action Officer (SVAO), at DSN 278-9513, Commercial (703) 784-5972, or  
e-mail robert.wagner@usmc.mil. The IGMC point of contact is Major Sken  
Alicka at (703) 604-4519, or sken.alicka@usmc.mil.



C. E. SHELTON JR.  
Deputy

## DETAILED INSPECTION CHECKLIST

### FA SC STMT TEXT

- 210 VOTER REGISTRATION PROGRAM  
Functional Area Manager: MRP-4  
Point of Contact: MR. ROBERT WAGNER  
(DSN) 278-9511 (COML) (703) 784-5972  
E-mail: [Robert.wagner@usmc.mil](mailto:Robert.wagner@usmc.mil)  
Date Last Revised: 26 September 2011
- 210 01 MAJOR COMMAND VOTING OFFICER (MCVO)
- 210 01 001 Has a civilian employee at the GS-12 level or above or a field grade officer been assigned to serve as the Major Command Voting Officer (MCVO)?  
Reference  
MCO 1742.1A W/CH 1-2, PAR 4B (2)
- 210 01 002 Did the MCVO submit a copy of his/her appointment letter to HQMC (MRP-4)?  
Reference  
MCO 1742.1A W/CH 1-2, PAR 5D (1)
- 210 01 003 Has the MCVO received the required training?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (12);  
<http://fvap.gov/vao/training.html>
- 210 01 004 Does the MCVO maintain a voting continuity folder (turnover folder)?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (21)
- 210 01 005 Does the MCVO compile subordinate IVAO voting assistance reports and submit one report to HQMC (MRP-4) no later than 15 January of each year?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 6 AND ENCL 1, PAR (27)
- 210 01 006 Has the MCVO registered as a Voting Assistance Officer (VAO) via the VAO Registration Database?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (29)
- 210 01 007 Did the MCVO forward results of all inspections conducted by the Commanding Generals Inspection Program (CGIP) of the Voting Assistance Program (FA 210) to HQMC MRP-4?  
Reference  
MCO 1742.1A W/CH 1-2, PAR 5E (3)

- 210 01 008 Does the MCVO re-address voting messages as necessary to subordinate units?  
Reference  
MCO 1742.1A W/CH 1-2, PAR 5D (2)
- 210 02 INSTALLATION VOTING ASSISTANCE OFFICER (IVAO)
- 210 02 001 Has a civilian employee at the GS-12 level or above or a field grade officer been assigned to serve as the Installation Voting Assistance Officer (IVAO)?  
Reference  
MCO 1742.1A W/CH 1-2, PAR 4B (3)
- 210 02 002 Did the IVAO submit a copy of his/her appointment letter to their MCVO?  
Reference  
MCO 1742.1A W/CH 1-2, PAR 5E (1)
- 210 02 003 Has the IVAO received the required training?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (12);  
<http://fvap.gov/vao/training.html>
- 210 02 004 Does the IVAO maintain a voting continuity folder (turnover folder)?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (21)
- 210 02 005 Does the IVAO maintain the current version of the Voting Assistance Guide (VAG)?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (5)
- 210 02 006 Has the IVAO registered as a VAO via the VAO Registration Database?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (29)
- 210 02 007 Does the IVAO forward results of all inspections conducted by the Commanding General's Inspection Program (CGIP) of the Voting Assistance Program (FA 210) to HQMC MRP-4 via the MCVO?  
Reference  
MCO 1742.1A W/CH 1-2, PAR 5E (3)
- 210 02 008 Has the IVAO designated at least one well-fixed location where voting materials and voting assistance is available?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (25)

- 210 02 009 Does the IVAO compile subordinate units UVAO Voting Assistance Reports and submit one report to the MCVO in a timely manner to allow adequate time for the MCVO to compile the information and forward it to HQMC (MRP-4) no later than 15 January of each year?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (27), AND ENCL (6)
- 210 02 010 Has the IVAO ensured the command telephone directory and/or web-site includes the office telephone number for the IVAO and UVAOs?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (9)
- 210 02 011 Does the IVAO receive, maintain and disseminate voting information to all subordinate and tenant commands aboard the installation?  
Reference  
MCO 1742.1A W/CH 1-2, PAR 5D (2) AND 5E (2)
- 210 03 UNIT VOTING ASSISTANCE OFFICER (UVAO)
- 210 03 001 Has the command assigned a company grade officer or staff non-commissioned officer (O2/E-6 or above) as the UVAO?  
Reference  
MCO 1742.1A W/CH 1-2, PAR 4B(4)
- 210 03 002 Did the UVAO submit a copy of his/her appointment letter to the IVAO?  
Reference  
MCO 1742.1A W/CH 1-2, PAR 5f(1)
- 210 03 003 Has the UVAO received the required training?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (12);  
<http://fvap.gov/vao/training.html>
- 210 03 004 Does the UVAO maintain a voting continuity folder (turnover folder)?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (21)
- 210 03 005 Has specific written authorization by the unit's commanding officer been given to the UVAO (if a SNCO) to witness and administer oaths required by voting materials, if a commissioned officer is not available?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (1)
- 210 03 006 Does the UVAO maintain the current version of the Voting Assistance Guide (VAG)?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (5)

- 210 03 007 Does the UVAO ensure each eligible individual is afforded the opportunity to receive absentee voting assistance in regards to election dates, state requirements, voter registration, and procedures?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (2) AND (5)
- 210 03 008 Is the UVAO aware of the requirement for availability of the Federal Post Card Application (FPCA) to each eligible service member?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (3)
- 210 03 009 Does the UVAO maintain an adequate supply of FPCA's on hand and/or have the link to obtain the electronic version of the FPCA?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (4) AND ENCL 3, PAR (2);  
<https://www.fvap.gov>
- 210 03 010 Is the UVAO aware of the procedures to be used when prisoners desire to vote?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 4, PAR (2)
- 210 03 011 Does the UVAO have procedures in place to increase voting awareness and encourage voter registration?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (13 - 16) AND (20)
- 210 03 012 Did the UVAO provide training on absentee voter registration and voting procedures to unit members annually?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (2)
- 210 03 013 Has the UVAO ensured the command telephone directory and/or web-site includes the office telephone number for the UVAO?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (9)
- 210 03 014 Does the UVAO have a sufficient stock of Federal Write-in Absentee Ballots (FWAB) on hand and/or have the link to obtain the electronic version of the FPCA?  
Reference  
MCO 1742.1A W/CH 1-2, ENCL 1, PAR (19); ENCL 3, PAR (2);  
<https://www.fvap.gov>

- 210 03 015 Is the UVAO familiar with the available HQMC Websites:  
[www.manpower.usmc.mil/voting](http://www.manpower.usmc.mil/voting) and FVAP: [www.fvap.gov](http://www.fvap.gov) for  
 eligible individuals to communicate with their elected officials?  
 Reference  
 MCO 1742.1A W/CH 1-2, ENCL 1, PAR (23); AND ENCL 3,  
 PAR 4 AND 5
- 210 03 016 Does the UVAO maintain and display voting posters and calendars?  
 Reference  
 MCO 1742.1A W/CH 1-2, ENCL 3, PAR (3)
- 210 03 017 Does the UVAO receive, maintain, and display copies of all News  
 Releases and voting messages?  
 Reference  
 MCO 1742.1A W/CH 1-2, PAR 5D(2), 5E(2) AND 5F(2)
- 210 03 018 Does the UVAO ensure that a FPCA is completed during a service  
 member's completion of Permanent Change of Station (PCS), or as soon  
 thereafter as practicable?  
 Reference  
 MCO 1742.1A W/CH 1-2, ENCL 1, PAR (3)
- 210 03 019 Is the UVAO aware of the maximum number of eligible voters a UVAO can  
 represent (200) before assigning additional Voting Assistance Officers?  
 Reference  
 MCO 1742.1A W/CH 1-2, ENCL 1, PAR (24)
- 210 03 020 Does the UVAO complete a voting assistance report and submit the report  
 to the IVAO, annually?  
 Reference  
 MCO 1742.1A W/CH 1-2, ENCL 1, PAR (27), AND ENCL 6
- 210 03 021 Has the UVAO registered as a VAO via the VAO Registration Database?  
 Reference  
 MCO 1742.1A W/CH 1-2, ENCL 1, PAR (29)
- 210 04 INSTALLATION VOTER ASSISTANCE (IVA) OFFICE
- 210 04 001 Has the Base/Station established an Installation Voting Assistance (IVA)  
 Office capable of providing robust voter assistance to all eligible voters?  
 Reference  
 MARADMIN 384/11, PAR 2
- 210 04 002 Has the IVA Office been established within the installation headquarters  
 organization reporting directly to the Installation Commander?  
 Reference  
 MARADMIN 384/11, PAR 2



- 210 04 003 Is the IVA Office located in a well-advertised, fixed location that receives extensive visits by Service personnel, family members and DOD civilians?  
Reference  
MARADMIN 384/11, PAR 2
- 210 04 004 Is the IVA Office maintaining records regarding the number of personnel, by personnel type, that they have assisted; Quarterly Operating Cost to run the IVA office, and the number of forms mailed on behalf of the voter?  
Reference  
MARADMIN 384/11, PAR 7E;  
[www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MF/PERSONNEL/Voting](http://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/PERSONNEL/Voting)

# Special Plans & Operations

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